

Training	What does this training cover?
Agency WITS Admin	Security settings and compatibility, HIPAA and CFR 42 compliance, viewing the Home page, updating and adding staff profiles, revoking staff permissions, resetting passwords, disabling staff accounts, viewing staff usage, switching facilities, changing PIN and password, changing security question, creating and reviewing support tickets, deleting encounters and notes, creating and viewing alerts, security forms
Authorization Changes	Viewing the authorization and requesting additional units, creating an ASAM Concurrent Review
Batching & Billing	Viewing the Encounter List for unreleased encounters, changing the status of claim items, rejecting a claim item from billing, creating batches, removing claims from batches, exporting batch lists into an excel document, submitting batches to payor
Clinical Dashboard	Required set-up to view clinical dashboard, viewing the clinical dashboard, viewing Feedback Summary Report for staff
Consenting Records	HIPAA and CFR42 compliance, creating consents, effective date, selecting information to be consented, revoking a consent, reviewing activities that have been consented to your agency
GAIN and WITS	Link between WITS and GAIN ABS websites, when 1 to 1 relationship is broken, GAIN relationship to Admission, GAIN errors in WITS
GPRA Reporting	Looking at GPRA Follow-up and Discharge reports
Group Notes	Creating group types, creating groups, updating client rosters, creating encounters and miscellaneous notes for a group
Idaho WITS User Group (IWUG)	This conference occurs bi-weekly to assist users in identifying issues, to provide training on specific issues, and to offer an opportunity to ask questions. The IWUG serves as a communication hub between the state agencies and the WITS users. Discussions on the IWUG include decisions that impact WITS users, upcoming changes to functionality, user instruction, and a question and answer opportunity.
Introduction to WITS UI	WITS will have a new user interface in the next couple of months. This training will review the differences in WITS functionality for items such as date fields, general navigation, expandable fields, change in print screen functionality, etc.
Medicaid Billing - WITS Set-Up	Setting up WITS to bill OPTUM
New RSS Provider Training	Logging in to the system, HIPAA and CFR 42 compliance, navigating the website, searching for clients, referrals and authorizations, client profile, viewing the intake, program enrollments, creating an encounter, creating a miscellaneous note, groups, authorization change requests, billing process, closing clients, Drug Testing Module. <b>This course is required for new RSS providers.</b>
New Tx Provider - Billing & Discharge	Encounter Notes, Group Notes, Miscellaneous Notes, Batching & Billing Overview, Authorization Change Requests, Discharge, Intake Closure. <b>This course is required for new treatment providers.</b>
New Tx Provider - WITS Core Training	Accepting Referrals/Linking Consents/Accepting Authorizations, Client Profile, Intake, Program Enrollments, Consent, Authorization Change Requests, Admission. <b>This course is required for new treatment providers.</b>
Payments and Reconciliation	Viewing the Payment List, payment application, viewing Aging Trial Balance report, viewing Claims Reconciliation report, removing claims and reprocessing a batch, viewing denied claims on the EOB Transaction list
Provisional Vouchers	Creating a consent, referral and provisional voucher, viewing provisional voucher sent to another agency, creating additional provisional vouchers to the same agency
Scheduler	Scheduling appointments, updating the status of appointments for reporting purposes, creating encounters from appointments
Support Tickets	Creating support tickets, entering staff and client names on the tickets, attaching documents, searching for support tickets
Treatment Plan Training	Creating the initial Tx Plan, creating Tx Plan Review, signing off on Tx Plans
WITS 101 Training	WITS website, HIPAA and CFR 42 compliance, logging in, basic navigation of the system, viewing the home page, viewing the activity list, viewing the episode list

Please contact the WITS Help Desk if there is an additional training you would like to see or there is a training listed that is not currently on the training calendar.